

Employment Opportunity with the State of Minnesota

Date Posted: 02/18/2012 Closing Date: 03/05/2012

Job Classification: HOUSING PROG / POLICY SPEC

Class Option: Single Family

Working Title: Housing Policy Specialist

Hiring Agency: Housing Finance Agency

Location: St. Paul

Salary Range: \$ 24.61 - \$ 36.50 hourly

Who May Apply: Open to all qualified job seekers.

Posting Number: 12HFA000006

Work Shift: Day Shift

Travel Required: yes

Days of Work: Monday-Friday , 8 am-4:30 pm Employment Condition: Permanent, Full-time

Classified Status: Classified

Job Duties: Identify and solicit potential Community Development program applicants.

Provide leadership during the selection process; serve on the selection/scoring committees; work with other Agency staff on final selections/funding.

Board reports and presentations;

Lead debriefing sessions with non-awardees;

Manage custom agreements between the Agency and administrators

Manage 120+ open awards, provide technical assistance, reports, input on program and policy changes; manage workout/recapture process

Provide oversight of day-to-day operations and workload for team members.

Take on new and special assignments.

Minimum Qualifications:	<p>Undergraduate (bachelor's) degree, with a preference for business, management, or a related field.</p> <p>Experience as a team leader, project leader, supervisor and/or manager</p> <p>Experience working with housing programs with multiple funding sources.</p> <p>Ability to work with a wide variety of internal and external partners, including local units of government, non-profit agencies, developers and the general public.</p> <p>Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and portfolio equipment. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.</p>
Preferred Qualifications:	<p>Master's degree, with a preference for business, management, or a related field.</p> <p>Experience with federal housing programs</p> <p>Knowledge of mortgage industry products and criteria, including Fannie Mae, Freddie Mac, FHA, RD, and private mortgage insurance (PMI) companies</p> <p>Experience with single family home ownership and home improvement programs</p> <p>Experience with home ownership education/counseling programs</p> <p>Experience with single family development programs, including foreclosure mitigation</p>
Selection Process:	<p>The selection process is a resume-based, skill-matching process. Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you.</p>
How to Apply:	<p>To apply for this position, you may visit http://www.careers.state.mn.us/ and refer to posting number 12HFA000006 or please send your resume to Employment.applications@state.mn.us You may also check out our job postings at www.mnhousing.gov</p>
Contact for more info:	<p>Kim Luchsinger , 651-296-1509 kim.luchsinger@state.mn.us</p>

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).

